MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Safety Officer

Department of Protective Services

Overview

The Safety Officer will be responsible for facilitating compliance with the Occupational Health & Safety Act (OHSA) and creating a culture of safety within the Municipality, at all operational levels. The Safety Officer monitors the work environment for unsafe acts and conditions and is proactive in promoting safe worksites for employees and all other who enter the workspaces of the Municipality. The incumbent will lead and support the efforts of the Joint Occupational Health and Safety (JOSH) committee and ensure accountability of the committee's responsibilities.

The Safety Officer will report to the Director of Protective Services.

Job Duties and Responsibilities

- Ensures employees are trained in the Occupational Safety and Health Act (OSHA) and safety requirements.
- Coordinate the work of the JOSH committee, and ensure accountability for assigned tasks.
- Assists the Senior Management Team in ensuring compliance with all safety-related regulatory requirements, including OSHA standards, Worker's Compensation Board requirements.
- As the First Aid Coordinator, schedule regular first aid courses for staff and manage designated First Aiders.
- Develop an annual safety training program for existing employees.
- In consultation with staff, select and recommend tools, personal protective equipment (PPE), and equipment that meets the safety, cost, effectiveness, and operational needs suitable for the work undertaken by employees.
- Support supervisors in arranging appropriate safety certifications or courses for staff.
- Creates, maintains, and communicates safety-related policies and procedures, and establishes reporting mechanisms to ensure compliance.
- Provides input into new policies and procedures that may have safety implications.
- Observes workplace behaviours to assess proper safety practices in the workplace.
- Carries out inspections of workplaces and takes necessary action to ensure compliance.
- Conducts risk assessments and enforces preventative measures.
- Develops a framework to ensure regular safety inspections are completed and reported.

- Ensures that all safety equipment is properly maintained.
- Ensures that workers have proper safety credentials and personal safety equipment.
- Ensure staff working on municipal projects are working within the Municipality's health and safety standards, industry standards, and municipal policies. Support project managers to ensure contractors are following similar standards.
- Administer an effective ergonomics analysis of the workplace and work centres.
- Investigate accidents thoroughly and effectively, and respond appropriately as required, including communicating training and following up with supervisors and employees. Support project managers to investigate accidents involving contractors.
- Support supervisors review and investigation of incident reports in their working groups.
- Identify gaps in working departmental safe work procedures and support supervisor in the creation of effective safe work procedures.
- Conduct monthly departmental safety audits, with assistance from the JOSH Committee member from the department, and report on the results.
- Other duties as assigned.

Qualifications

Professional training in the field of occupational health & safety, enforcement, construction, or related experience area. Minimum of Two (2) years' experience in occupational health & safety or a combination of OHS and related experience. Canadian Registered Safety Professional (CRSP) designation that would be an asset.

Working knowledge of the Occupational Health & Safety Act, Workplace Health & Safety Regulations, and related legislation. Understanding of the relationship between labour and management in the workplace.

Excellent communication and interpersonal skills that can be applied to interactions with the public, community partners, provincial & federal agencies, co-workers, and Council. Excellent administrative and organizational skills.

Proficient in using Microsoft Office Suite, email & internet, and the ability to learn new technology is required.

Driver's license valid in Nova Scotia.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$61,000	$63,250	$65,500	$67,750	$70,000	$72,250

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Safety Officer
November 2022